



Job Posting: Development Director

Position Title: Development Director
Department: Administration
Reports To: Executive Director
FTE: 1.0 Exempt
Compensation: Competitive salary and benefits commensurate with experience and qualifications

Blanchet House of Hospitality is seeking its next Development Director to join our dedicated team serving vulnerable and at-risk members of our community. Founded in 1952, Blanchet House is a non-profit social service agency whose mission is to feed, shelter, and aid those in need of compassionate, supportive restoration. In addition to serving three meals per day, six days a week at our downtown Portland location, Blanchet House shelters and assists homeless men in their transformation to self-sufficiency. We also operate Blanchet Farm, a 62-acre working farm in Yamhill County where men participate in 12-step/peer support recovery. Blanchet House of Hospitality takes pride in providing a safe, healthy, and productive environment for employees, guests, volunteers, and donors alike.

Mission

To offer food, shelter and aid to all those in need of a safe place to be nourished and restored. Assist the transformation of each life we touch with compassion and dignity.

Values

The Blanchet House of Hospitality expects all employees to uphold and model these organizational values: Excellence, Integrity, Inclusivity, Respect, Compassion, and Patience.

POSITION SUMMARY:

The Director of Development is a member of the Administration Leadership Team and is responsible for the organization's development and fundraising program. The Director of Development ensures that Blanchet House development and fundraising activities support the Mission and operations of Blanchet House, as well as the organization's strategic vision. The Director of Development works closely with the Executive Director, the Board of Directors and its Development Committee, and other members of the Blanchet House staff.

ESSENTIAL RESPONSIBILITIES:

- Creates a development plan and directs the development and fundraising program in support of Blanchet House operations strategic goals;

- Directs development and fundraising events and projects, including the major gifts fund, annual fund luncheon, planned giving, special events, and capital campaigns;
- Collaborates with the Communications and Marketing Director in efforts to enhance Blanchet House's community profile in support of the development program;
- Takes a leadership role on the organization's strategic planning for development;
- Oversees and directs grant proposals and required reports and documentation;
- Directs the publication of Blanchet House's Annual Report;
- Takes a leadership role in the cultivation of donors and grant opportunities;
- Maintains effective and compliant records and reports on development and fundraising activities;
- Oversees and directs the effective use of the organization's fundraising database and tracking system;
- Communicates with Blanchet House stakeholders in support of development and fundraising program;
- Recruits and directs the efforts of volunteers in the development and fundraising program;
- Establishes and maintains effective relationships with donors, prospective donors, and volunteers;
- Provides budget and spending oversight for development office;
- Supervises and directs development support staff and volunteers; and
- Represents the development and fundraising program at community or public events.

GENERAL RESPONSIBILITIES:

- Supports and collaborate with the Executive Director and other administrative staff members to advance the Blanchet House mission and its core values;
- Participates in staff and committee meetings, Blanchet House and Farm events, and the day-to-day services of the organization;
- Represents with distinction the Blanchet House and Farm, acting with the highest degree of professionalism, integrity and confidentiality, respect for the dignity of others, and compassion;
- Promotes the safe, healthy, and friendly experiences of all Blanchet House stakeholders, staff, residents, donors, volunteers, partners, vendors, and guests;
- Helps to maintain Blanchet House and Farm policies, regulations, and expectations;
- Develops and promotes professional, collaborative, and collegial relationships;
- Exhibits a growth mindset about best practices and work toward professional goals and development;
- Actively participates in the organization's culture and community; and
- Represents Blanchet House and Farm at community or public events.

SUPERVISORY RESPONSIBILITIES:

The Director of Development supervises staff and volunteers working in the Development office and carries out supervisory responsibilities in accordance with Blanchet House policies and applicable laws and reporting requirements.

WORKING CONDITIONS:

This is a full time, exempt administrative staff position. There are some required commitments outside of regular work hours as needed, including evening and weekend commitments. Work primarily occurs at the Blanchet House located in downtown Portland with occasional work offsite as required by development programs and projects. This includes travel to the Blanchet Farm in Carlton, Oregon.

Blanchet House staff members recognize that participating in a professional community and contributing to the organization's wellbeing is an important element of their relationship to our organization. As a result, staff members are expected to take active roles in Blanchet House's professional and programmatic culture in a variety of ways in addition to their essential responsibilities.

PHYSICAL DEMANDS:

Physical requirements are consistent with light physical duties required of administrative office staff generally, including the lifting and transport of materials weighing up to 30 pounds. Walking from a metered street or lot parking might be required.

QUALIFICATIONS:

- Earned Bachelor's Degree, or higher, from a regionally accredited institution of higher education;
- Demonstrated success in fundraising and development and advancement work;
- Demonstrated success as a nonprofit leader and administrator;
- Demonstrated passion for and success working in a nonprofit social services or related organization;
- Excellent verbal, written, and digital communication skills; ability to effectively communicate and work as a team with colleagues, board members, volunteers, donors, and partners;
- Proficiency with general office technology and databases used in development and related areas;
- The ability to create an effective professional environment and interact effectively with people from different cultures and experiences, as well as the ability to lead and work in cross-cultural environments and with vulnerable peoples in our community;
- An awareness about difference and how it can expand practices and success; and

- An ability to learn from and build on varying cultural and community norms of colleagues and clients;

To apply, please send your resume and a cover letter that sets forth your interest and primary qualifications in the position to careers@blanchethouse.org. Candidates selected for an interview will be contacted. No phone calls please. For more information about Blanchet House of Hospitality, please go to our website: www.blanchethouse.org.

The Blanchet House of Hospitality is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy), national origin, disability, age, gender, sexual orientation, genetic information, or any other status protected under applicable federal, state or local law. Our policy reflects and affirms the Blanchet House of Hospitality's commitment to the principles of fair employment and the elimination of all discriminatory practices. The Blanchet House of Hospitality specifically provides service to men, and some sensitive positions are restricted to male employees.